

Transition Career Exploration Workshop

Values and Satisfaction



The Transition Career Exploration Workshop is a product of the Maine Department of Labor. The ND Division of Vocational Rehabilitation has permission to add the ND DVR brand to all information.

Job Satisfaction Indicators: Work Values

- This part of the assessment looks at how people like to do their work.
- It's like your "work personality."
- It is also your "style" of doing things.
- These values are very important to work place satisfaction.

2

Facilitator Notes:

Job Satisfaction Indicators are your work place values, meaning what kind of environment you would like to work in.

These questions will help the participants to understand these concepts a little better. They may not know what they are yet, but this will get them thinking.

-Do you like to work with people or by yourself?

-Do you like to have a routine, or do you like to do different things all the time?

-Do you like to do one thing at a time or many things at once?

-Do you like structure and specific directions or to be given work to do where you set your own schedule for getting things done?

Values = What “Matters” to Me

- Values are what matters to us as individuals, both in life and at work.
- General Life Values include:
 - Loyalty
 - Family
 - Good friends
 - Security
 - Safety
 - Work
 - Exercise
 - Education

3

Facilitator Notes:

Review the definition of values and the general values listed above. Relate this activity to the “Coat of Arms” Exercise. What mattered to them as they completed their “Coat of Arms?”

So what does matter to them in their life today.

Explain to the participants that they are going to have the opportunity to do an exercise about their values and what matters to them – what their values are.

The Values Card Game is coming up in the next few slides, which will help participants to further identify their values.

What “Matters” To Me In The Workplace?



- What are those things that “matter” to us at work ?

The World of Work Inventory helps us figure this out with the Job Satisfaction Indicators or Workplace Values:

- **Workplace values** – doing a variety of activities vs. repetitive work, working alone or with people, working with supervisors, meeting deadlines or having some flexibility, being creative or having a set routine, paying attention to detail or looking at the big picture, working outside or working in an office.

4

Facilitator Notes:

Projected Time: 15 mins.

LEARNING OBJECTIVE: Participants will understand the importance of work values/job satisfaction in determining an employment goal.

Now that they have discussed their personal values, let’s discuss how this relates to their Work Values.

Review the work values listed above.

What could those things be that “matter” to us at work ?

The World of Work Inventory helps us figure that out with the Job Satisfaction Indicators or Workplace Values:

Workplace values – doing a variety of activities vs. repetitive work, , working alone or with people, working with supervisors, meeting deadlines or having some flexibility, being creativity or a set routine, paying attention to detail or looking at the big picture; working outside or working in an office (these are just examples).

Have them brainstorm for other workplace values. They are defining the work environment that they will be most happy/comfortable in.

Ask them, “Why are values important in the workplace?”



Values Card Game

*"Life is What You Do While You're Making
Other Plans."*

John Lennon, The Beatles

- Don't wait for things to happen to you! Make them happen for you! Find out about yourself.
- What are the things that you feel are most important in your life?
- What are the things you most respect and need?
- This game might help you answer some of these questions.

5

Facilitator Notes:

Materials Needed:

Enough sets of the values cards (14 cards/set) for each of the participants.

Discuss Lennon's quote.

Read the slide and have them suggest some answers to these questions:

- What are the things that you feel are most important in your life?
- What are the things you most respect and need?

This game might help you answer some of these questions. Remind them that this game will be focused on **what characteristics they think are important!**

Values Card Game

- *What is important to you **in a job situation**?*
- The Values Card Game will help you (the player) find out what things are important to you in a job and in your life.

6

Facilitator Notes:

Each participant should have a packet of the 14 Values Cards. The Facilitator needs to either pre-cut the cards before the day of the activity or have scissors for the participants to be able to cut them and enough copies for the room. The Directions, Cards and worksheet are located on the following 4 pages after this slide and are in the Participant Workbook.

Read the directions starting on slide 73 which are also included in the handout provided in the Facilitator Manual and Participant Workbook.

Values Game Directions

What is of value to you in a job situation?

- **1.** Cut apart the 14 cards. (this step will probably be done.)
- **2.** Lay out the cards and read them over carefully. Think about each quality as it applies to you.
- **3.** Which of the 14 qualities are most important to you?
Choose your ten most important cards/statements and separate them from the rest of the cards.

Adapted from Module III – Education: Job-Seeking & Job Maintenance Skills,
Preparing Adolescents for Young Adulthood (PAYA), Mass. Dept. of Social Services.

7

Facilitator Notes:

Go over the steps in the game.

It might work best to go over each of the steps with the entire group, before you have them work individually to make their individual choices.

Values Game Directions

- **4.** Pretend you have been offered a job. Are these the ten qualities you would like to have in a new job?
- **5.** Uh-oh. You're going to have to give up **one of your ten** qualities. **Which one will you sacrifice? Why? Separate that card from your ten cards.**
- **6.** **Now two more qualities have to go.** Think about your decision carefully. What reasons did you have for making the choices you did? **Separate those two from your remaining nine cards.**
- **7.** GOOD NEWS! You can take **one** of the old qualities back. **Which one will you take back? Put your choice with your seven remaining cards.**
- **8.** Suppose you could have only **one** quality? Which would you choose? Why?

8

Facilitator Notes:

Continue the game, step by step.

Be sure to process each of the questions.

You will find the paper version of the game after this page. You might want to have these cards cut out in advance of the workshop, so that you can have more time to do the game.

Values Game Questions

- Have you ever had an activity, such as a job or volunteer opportunity, that didn't include enough of these qualities? How did you feel about it?
- Take a few minutes to think about what decisions you just made.
- Why would you like to have the qualities you finally chose?
- Are these the things in life and in a job that really matter to you?
- How do you think this information will help you?

9

Facilitator Notes:

Organize some discussion around these questions.

In addition to the thought-provoking questions this game already offers, you could discuss the following questions:

- 1) What was your highest ranked value?
- 2) How did it feel to take away values from your list?
- 3) Do you think you would have had the same priorities a couple of years ago?
- 4) Did any of your choices surprise you?
- 5) How do you think knowing your work values can help when you choose a job?

Values Game Results

- Look at the eight value cards that you picked as most important.
- Are these your top values?



Participant Workbook: Write in your top values next to box titled "Values Game."

10

Facilitator Notes:

Have them write in their values game results in the Participant Workbook. To further the participants understanding of Values, we are going to discuss the Values identified in the World of Work Inventory, or WOWi. The next slides explain a word find game for the WOWi values.

My Work Values

- We will be looking at your preferred work values or job satisfaction indicators from the World of Work Inventory (WOWi).
- The results will help when choosing an appropriate job or career.

11

Facilitator Notes:

The group has been discussing general life values and workplace values. Now we are going to pull all of this together, using the results of the World of Work Inventory.

We will be looking at preferred work values or job satisfaction indicators from the World of Work Inventory (WOWi).

The results will help when choosing an appropriate job or career.

Next we are going to do a Word Find Game to get familiar with the vocabulary from the Job Satisfaction Indicators in the WOWi.



WOWi Job Satisfaction Indicators Vocabulary Word Find Game

Look at the following list of **work values**:

ISOLATIVE	SUBJECTIVE	VALUATIVE
VERSATILE	NUMERICAL	ABSTRACTIONS
REPETITIVE	GREGARIOUS	OBJECTIVE
RIGOROUS	SATISFACTION	ADAPTIVE

See how many you can find on the word-find list distributed by your facilitator. Good luck!

12

Facilitators Notes:

This is a word-find game. The students try to find the words listed on the WOWi Word Find Game Sheet. The words can be diagonal, backwards, and straight across, etc. The facilitator/participants can find this activity in the Participant Workbook. This can be time consuming for some, so you would want to estimate your class time according.

You can also take these words and put them on flashcards with definitions to use prior to the students taking the WOWi so that they can understand the questions on the WOWi as they come across them.

Students can also help come up with their own definitions.

After the participants have completed the exercise, the following slides will define the terms according to the creator of the World of Work Inventory.

My Work Values - Job Satisfaction Indicators

- This assessment measures your **preferred work values** in 12 areas:
 1. **Versatile** – performing a variety of tasks
 2. **Adaptable to repetitive work tasks** – like to do similar work tasks
 3. **Adaptable to working under specific instructions** – working with details
 4. **Dominant** - like to make decisions, direct and plan activities or supervise others

13

Facilitator Notes:

- Explain that this part of WOWi measures “what’s important or what matters” to them in the workplace, or their **work style**.
- Make clear that they will often have to make choices as to what’s important to them on the job.
- Remind them that we will discuss the 12 values that they prioritized when they took the WOWi shortly.
- Remind them that this part of the inventory directed them to indicate their **preferences** in terms of these 12 values. This comes from their self-report.
- **Read through all 12 satisfaction indicators/work values on the slides**, and answer any questions about each.

Work Values from WOWi

Preferred work values - continued

5. **Gregarious** – like to work and cooperate with others – team work
6. **Isolative** – prefer to work alone, independently
7. **Influencing** – like to be persuasive
8. **Self-Controlled** – can maintain control under all conditions; can regulate excitement and nervousness
9. **Valuative** – likes to act on personal knowledge, direct experience, act on hunches.

14

Facilitator Notes:

Continue to review the values, and answer any questions related to them.

These are the preferences that they can refer to on their resume or during an interview.

Work Values from WOWi

Preferred Work Values – continued

10. **Objective** – approach problem solving logically and rationally; use concrete evidence
11. **Subjective** – like to be creative, artistic and self-expressive on the job
12. **Rigorous** – use extreme care, great effort, detail oriented, adhere to rules and procedures, principles and standards

15

Facilitator Notes:

Complete the review of the remainder of the values and answer any questions related to them.

- Tell them that these are preferences that they can refer to in their resume or interview.
- Indicate that they will have to decide if their preferred work values are a good match for a particular job or work environment that they are considering.
- Ask them why this is important? Talk with them about why it's so critical to know as much about the job as possible before they decide to take it so that there is good job fit.

They may need to make some values decisions when accepting a new job; they will need to decide what is more important than something else – what is the job fit.

WOWi – Profile Report Job Satisfaction Indicators

- Go to **Summary Page of the interpretive report**
- Look at “**High-Measured Job Satisfaction Indicators** – (work values)
 - Values are characteristics that you think are most important in the workplace.
 - Lists your **highest preferred values** scores out of 12 values.

16

Facilitator Notes:

- Give them appropriate time to read the section of the report with the job satisfaction indicators, and they could write down questions for discussion.
- Direct them to look back at **Profile Report Summary** (Page 1).
- Indicate that they will be looking at the “**High-Measured Job Satisfaction Indicators,**” which are their **preferred work value areas** based on the decisions that they made while completing the assessment.
- Values are like work temperaments that you think are most important in the workplace.
- Look at the list with your **highest preferred values** scores out of 12 job satisfaction indicators.
- You may need to remind them of some of the common definitions for each of the job satisfaction indicators.

WOWi – Profile Report

Job Satisfaction Indicators

- **How to read the Summary Report**
 - **Job Satisfaction Indicators or JSI are measured as follows:**
 - **Neutral** – is a value for which you have **no particular preference**
 - **Like** – is a value you **would prefer** on the job
 - **Dislike** – is a value you **would not prefer** on the job.

17

Facilitator Notes:

- Review Page two: the **Job Satisfaction Indicators – Temperaments report**.
- Clarify the terms “neutral,” “like” and “dislike” in terms of JSI’s or values –
 - Neutral** – is a value for which you have **no particular preference**.
 - Like** – is a value you **would prefer** on the job.
 - Dislike** – is a value you **would not prefer** on the job.
- Make sure they see the relationship of their Temperament Report to the high scores on the previous page (i.e., a High Measured JSI on Page 1 will be reflected by a comparable high “Like” score on Page 2).
- Remind participants that these are indicators as to their preferences related to the workplace environment.

WOWi Interpretive Report

Job Satisfaction Indicators

- **Job Satisfaction Indicators**

- Indicates your preferences in the 12 value areas
- Do these interpretations seem to be a good measure of your work style?



Participant Workbook: List your highest scoring values next to the “WOWi Values” box.

18

Facilitator Directions:

Have a discussion about the JSIs. Do they represent what participants know about themselves? Were there any surprises? Can they imagine what their work style would be? Include the fact that we need all the different work styles to make an organization or business run. Can they name different JSIs for different business positions – store clerk, doctor, etc.

Tell them to list their preferred (highest scoring) values in their Participant Workbook, as directed above.

Next, we are going to be discussing – Interests – What do I like to do?